

SECTION G

CONTRACT ADMINISTRATION DATA

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SECTION G

CONTRACT ADMINISTRATION DATA

G.1 CORRESPONDENCE PROCEDURES

All correspondence submitted by the Contractor (except for invoices and reports) shall be subject to the following procedures:

- (a) **Technical Correspondence.** Technical correspondence concerning performance of this contract shall be addressed to the Contracting Officer's Representative (COR), with an information copy of the correspondence to the Contract Specialist.
- (b) **Patents/Technical Data Correspondence.** Correspondence concerning patent and technical data issues shall be addressed to the Patent Counsel, Intellectual Property Law Division, as designated in Clause G.2, with an information copy to the Contract Specialist and the COR.
- (c) **Non-technical Administrative Correspondence.** All correspondence, other than technical correspondence shall be addressed to the Contract Specialist, with an information copy of the correspondence to the COR.
- (d) **Subject Line(s).** All correspondence shall contain a subject line commencing with the task order number and contract number, as illustrated below:

"SUBJECT: Task Order No. DE-AT07-xxIDxxxxx, Task Order Title
Contract No. DE-AM07-97IDxxxxx

G.2 DESIGNATION OF PATENT COUNSEL

The following office is hereby designated to represent the Contracting Officer in administering the intellectual property clauses in this contract.

Deputy Chief Counsel
Intellectual Property Law Division
U. S. Department of Energy
Chicago Operations Office
9800 South Case Avenue
Argonne, IL 60439
Telephone: (630) 252-2161
Fax: (630) 252-2779

Correspondence with respect to this clause shall be directed to the Patent Counsel, with a copy to the Contract Specialist.

G.3 INFORMATION ON VOUCHERS/INVOICES

All vouchers/invoices shall be prepared and submitted in accordance with voucher/billing instructions at Section J, Attachment J-3.

G.4 CONTRACT ADMINISTRATION

The contract shall be administered by:

U.S. Department of Energy
Idaho Operations Office
Procurement Services Division
(CONTRACT SPECIALIST TO BE DETERMINED)
850 Energy Drive, MS 1221
Idaho Falls, Idaho 83401-1563
Telephone: (208) 526-_____
Fax: (208) 526-5548
E-mail: _____@inel.gov

Written communications shall reference the task order number and contract number and shall be mailed to the designated Contract Specialist at the above address. Other contract specialists may assist in issuance of individual task orders. Contract administration shall remain the responsibility of the designated contract specialist.

G.5 CONTRACTING OFFICER'S REPRESENTATIVE (COR)

The COR shall be designated on each task order and shall represent the Contracting Officer in the technical phases of the work. The COR is not authorized to change any of the terms and conditions of this contract. Changes in task order statements of work shall be made only by the Contracting Officer by properly written modification(s) to the task order(s).